

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p style="text-align: center;">Chapter II</p> <p style="text-align: center;">Case Opening</p>
	<p>Section 1.4.13</p> <p style="text-align: center;">Statement of Current Monthly Income: Official Form B22B, Ch. 11 individual debtors only</p>

IV. File Statement of Current Monthly Income (Official Form B22B, Chapter 11 individual debtors only).

STEP 1 Select **Bankruptcy** from the main menu.

STEP 2 The **Bankruptcy Events** screen will display. Click **Other**.

STEP 3 The **Case Number** screen will display.

Enter the complete case number. This field will default to the last case number entered by the registered user. Click **Next**.

STEP 4 The **Miscellaneous** screen will display. Select **Statement of Current Monthly Income [Ch 11]**. Use the text box to type the name of the event OR use the drop down list to locate and highlight the event. A selected event will be confirmed on the right side of the screen. Click **Next**.

STEP 5 The **Select Party** screen will display. Select the debtor filing this document. Click **Next**.

STEP 6 The **PDF Document Selection** screen will display.

◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.

◆ The **Attachments to Document** option defaults to **No**. Click **Next**.

NOTE: If your PDF document exceeds 5.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 "*Attachments to Documents*" for instructions on how to file attachments. Click **Next**.

CRITICAL ISSUE - The image MUST be viewed before attaching it to ensure that it is the correct document.

STEP 7 At "Enter Current Monthly Income from Form 22B, line 11", enter the dollar amount but do not type a dollar sign (" \$ "). Click **Next**.

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STEP 8 The **Docket Text: Modify As Appropriate** screen will display. Do not modify this text. Click **Next**.

STEP 9 The **Docket Text: Final Text** screen will display. **This is the screen which commits the transaction.** Click **Next**.

STEP 10 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.